

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov



Job Summary - October 28, 2013

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2013 Salary</u>
Executive Office					
3619	Gaming	Gaming Compliance Auditor	CR	8/19/2013	\$ 52,136.00
3500	Gaming	Information Technology Manager		9/3/2013	\$ 79,332.00
3501	Gaming - Site: Why	Gaming Inspector Lead	CR	9/3/2013	\$ 20.57
General Support Services					
3510	Facility Management	Office Specialist	CR, CL	10/14/2013	\$ 12.87
3512	Facility Management	Maintenance Technician, Senior	NEW	10/28/2013	\$ 15.68
Membership Services					
3600	Enrollment	Enrollment Specialist	CR	9/23/2013	\$ 11.66
Justice					
3513	Office of Attorney General	Legal Secretary	CR, CL	9/30/2013	\$ 17.74
Department of Health and Human Services					
3582	Child Welfare	Human Services Investigator		10/7/2013	\$ 25.69
3583	Child Welfare	Group Home Worker		9/23/2013	\$ 15.68
3579	Community Health - Site: San Xavier	Community Health Representative		10/21/2013	\$ 14.20
3586	Community Health	Licensed Practical Nurse		10/21/2013	\$ 23.86
3608	Health Transportation Services - Site: San Lucy	Transit Driver	NEW	10/28/2013	\$ 13.19
3524	Health Transportation Services - Site: Sells	Billing Technician	NEW	10/28/2013	\$ 15.68
Department of Education					
3576	Early Childhood - Site: San Xavier	Teacher Aide/Driver		10/14/2013	\$ 14.92
3572	Early Childhood - Site: Santa Rosa	Teacher		10/14/2013	\$ 19.10
3575	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.92
3574	Early Childhood - Site: Sells	Teacher Aide/Driver		4/29/2013	\$ 14.92
3573	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.92
3526	Recreation - Site: Hickiwan	Office Specialist	CR, CL	9/23/2013	\$ 12.87
3527	Recreation - Site: Menager's Dam	Recreation Specialist		9/9/2013	\$ 12.87
Department of Natural Resources					
3534	Administration	Natural Resources Technician		7/22/2013	\$ 21.09
3502	Range Conservation	Heavy Equipment Operator		8/12/2013	\$ 18.18
3604	Well Maintenance	Well Maintenance Technician		10/21/2013	\$ 15.68
Department of Planning and Economic Development					
3625	Administration	Building Inspector		10/21/2013	\$ 21.61
3631	Real Property Management	Custodial/Grounds Worker		10/21/2013	\$ 11.10
Department of Public Safety					
3598	Corrections	Administrative Assistant, Senior	CR	10/14/2013	\$ 17.31
3597	Corrections	Assistant Corrections Administrator		9/9/2013	\$ 68,408.00
3551	Corrections	Corrections Support Specialist	CL	9/16/2013	\$ 15.30
3538	Corrections	Maintenance Technician		9/9/2013	\$ 12.25
3592	Environmental Protection Office	Environmental Specialist	CL	9/16/2013	\$ 24.45
3596	Law Enforcement	Assistant Police Chief		7/15/2013	\$ 87,567.00

ATTENTION ALL APPLICANTS!!!

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Sells District

Position: Business Manager

Please contact the Sells District office at 520-383-2281 to apply.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

3512

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: MAINTENANCE TECHNICIAN, SENIOR
SALARY: \$15.68 PER HOUR, PLUS BENEFITS

OPENING DATE: October 28, 2013

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: GSS/**Facility Management**

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under general supervision, leads staff and is responsible for the maintenance, upkeep and repair of the grounds, buildings and equipment of the Tohono O'odham Nation; performs skilled level repair and maintenance work of several trades.

SCOPE OF WORK: To provide general building maintenance, custodial and landscaping services to the Nation's programs on a daily basis which will ensure a safe and healthy environment for all visitors and employees of the Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma, and four years work experience in facilities and maintenance in one or more trades, or equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
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3608

JOB ANNOUNCEMENT

JOB TITLE: TRANSIT DRIVER
SALARY: \$13.19 PER HOUR, PLUS BENEFITS

OPENING DATE: October 28, 2013

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/**Health Transportation** **JOB LOCATION:** **San Lucy, AZ**

POSITION SUMMARY: Under close supervision, provides safe transportation of program clients to and from designated activities.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma six months work experience as a driver, or an equivalent combination of work experience that demonstrates the ability to perform the work duties.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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3524

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JOB ANNOUNCEMENT

JOB TITLE: BILLING TECHNICIAN
SALARY: \$15.68 PER HOUR, PLUS BENEFITS

OPENING DATE: October 28, 2013

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/**Health Transportation** **JOB LOCATION:** Sells, AZ

POSITION SUMMARY: Under general supervision, responsible for administering all third party billing functions to meet the department or program needs.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business Administration or Accounting and two years' work experience in an accounting setting, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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